

The FairTrade Advocacy Office is looking for a Junior Communications Officer

Contract type: [Convention d'immersion professionnelle](#)

Duration from: August 2021 (exact date to be confirmed) to February 2022 (with possibility for a later extension up to 6 additional months)

Location: Fair Trade Advocacy Office (Brussels, Belgium) / remote work can be considered

Reporting to: Fair Trade Advocacy Office Executive Director

BACKGROUND

Fair Trade is a trading partnership, based on dialogue, transparency and respect, that seeks greater equity in international trade. It contributes to sustainable development by offering better trading conditions to, and securing the rights of, marginalized producers and workers – especially in the South. Fair Trade Organizations, backed by consumers, are engaged actively in supporting producers, awareness raising and in campaigning for changes in the rules and practice of conventional international trade (*Definition of Fair Trade, International Charter of Fair Trade Principles*).

The Fair Trade Advocacy Office catalyses collaboration within the international Fair Trade movement on policy, advocacy and campaigning activity; facilitates knowledge co-creation and sharing on Fair Trade policies and practices; and leads advocacy work on European Union legislation, policies and their implementation www.fairtrade-advocacy.org

WHAT ARE WE LOOKING FOR?

This position is a traineeship role, specifically aimed at **recent university graduates**:

- Highly motivated and well-organised person, able to work under pressure and independently by managing her/his own time and work priorities
- Flexible, able to work on different issues simultaneously and carry out a diversity of tasks in the communications area
- Proven ability, obtained through work related or personal projects or volunteer work, to draft and implement communications strategies as well as experience in implementing website changes
- Excited to learn and bring in ideas for enhancing and implementing the communications strategy of the FTAO
- Last but not least, a friendly team member!

KEY AREAS OF WORK

Communications

- Coordinating (writing, editing, publishing) internal and external communications
- Update and upkeep of the FTAO and related websites co-managed by the FTAO
- Manage contact lists, in line with GDPR requirements
- Editing and formatting in-depth content (blogs, articles, position papers, briefings) explaining EU policy processes and content for expert and non-expert audiences
- Prepare, assist and communicate about our events (mostly online nowadays). Taking photos and videos at events (provided face-to-face events take place again)
- Managing the FTAO Twitter and Linked-in presence

EU Monitoring and advocacy

- Monitoring EU Institutions and relevant media outlets and international organisations for developments of relevance to Fair Trade
- Reporting on policy developments, events and conferences

Event organisation

- Organising capacity-building webinars, meetings and advocacy events (due to the current situation all of our events are virtual)

Admin support

- Supporting the administrative tasks of the office

PERSON SPECIFICATIONS

Essential

- Bachelor's degree in a relevant field (e.g. Communications, Journalism, European Union Studies, Political Science, International Relations)
- Excellent spoken and written English
- Excellent written and oral communications skills
- Experience working with managing websites (e.g. Word Press)
- Knowledge of visual design tools (e.g. Canva)
- Knowledge and experience using social media (Twitter, LinkedIn) beyond user level (managing media presence, analytics and targeted content)
- Experience on editing newsletters (e.g. Mailchimp), writing articles and position papers or press releases
- Able to work in a small team and independently, with people from different cultural backgrounds
- Flexibility, ability to work under pressure, improvise and multi-task
- IT skills at user level (e.g. Word, Excel, Power Point, Outlook)

Desirable

- Fluency in spoken and written Spanish and/or French
- Prior knowledge of EU institutions and processes, Fair Trade, international trade, sustainable development and related policy areas
- Experience in organising events (online and face-to-face) and using online meeting platforms (beyond user level)
- Knowledge of video editing and graphic design tools

CONDITIONS

- EU nationality
- Be a graduate of Bachelor or Master's degree (this position is not open to students)
- The position is in principle based in Brussels, but we are open to consider remote work

We offer

- A stimulating and dynamic international work environment
- Monthly net remuneration in the range of 1100 EUR and language learning budget
- Plenty of learning opportunities
- Space for taking initiatives

To apply

to apply for the position please send by email your CV and cover letter to enssle@fairtrade-advocacy.org, and cc eurespuglia@regione.puglia.it with subject '(Application) Junior Comms Officer – Your Name', by close of business on **31st July 2021**. In case of any questions and/or problems, please send an email to enssle@fairtrade-advocacy.org

Incomplete applications will not be considered. Candidates will only be contacted if selected for an interview. The interviews will be taken via Skype followed by a written test.

Thanks for your interest in Fair Trade and in working with us!

Fair Trade Advocacy Office

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